

# Schedules and Attachments

**SEPTEMBER 2016**

<b>September 13, 2016</b>	<b>Agenda Session</b>	<b>7:00 PM</b>	<b>Admin Bldg. Conf Room</b>
<b>September 20, 2016</b>	<b>Regular Meeting</b>	<b>7:30 PM</b>	<b>OBHS – Main TV Studio</b>





**2016-17 BUDGET TRANSFER #2 THROUGH 8/31/2016  
 SEPTEMBER 20, 2016 BOARD MEETING**

<b>DESCRIPTION FROM</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION TO</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
Admin. Info Tech Supplies	11-000-252-600-00-000	6,000.00	Admin. Info Tech Purch Prof Svc.	11-000-252-330-00-000	6,000.00
Contr. Svcs & Repairs	11-000-261-420-22-103	50,000.00	Field Staff Salary	11-000-263-110-00-045	50,000.00
Other Emp. Benefits	11-000-291-290-00-157	500,000.00	School Buses-Regular	12-000-270-733-00-270	461,000.00
			School Buses-Special	12-000-270-734-00-270	39,000.00
Instructional Supplies-Tech	11-190-100-610-01-000	2,423.32	Regular Prog. Textbooks	11-190-100-640-01-017	2,423.32
Salaries-Sch Spon Athletics	11-402-100-100-01-000	10,000.00	Supplies-Sch Spon Athletics	11-402-100-600-01-000	10,000.00
Int Alt Educ Prog-Purchased Prof Svcs.	11-423-100-300-00-000	32,219.00	Int Alt Educ Prog-Salaries	11-423-100-100-00-000	50,400.00
Int Alt Educ Prog-Supplies	11-423-100-600-00-000	18,181.00			
Instr Equipment Spec Svcs.	12-000-252-730-00-000	67,000.00	Undist. Exp Req Maint	12-000-261-730-03-000	69,500.00
Equipment Grades 6-8	12-130-100-730-03-000	15,000.00	Equipment Grades 1-5	12-120-100-730-00-006	19,700.00
Equipment Grades 9-12	12-140-100-730-01-007	28,200.00	Undist. Exp Plant Svcs	12-000-260-730-01-003	21,000.00
<b>TOTAL FROM</b>		<b>729,023.32</b>	<b>TOTAL TO</b>		<b>729,023.32</b>



**Summary of Out-of-District Placements and Transportation Requests  
 2016-2017 School Year —September 2016**

<b>Student ID #</b>	<b>School</b>	<b>Tuition</b>	<b>Starting</b>	<b>Termination</b>
26691	Eden Institute – adj. tuition	\$76,606.65	9/1/16	
35777	Hammonton School District	\$9,207.66		9/1/16
807369	Search Day Program – adj. tuition	\$52,880.40	9/6/16	
36688	New Road of Somerset – adj. tuition	\$48,358.80	9/1/16	
802834	Chapel Hill Academy - Aide	\$27,000.00	9/1/16	
26698	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
26729	Academy Learning Center-adj. tuition	\$41,760.00	9/1/16	
803392	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
803501	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
26711	Academy Learning Center-adj. tuition	\$41,760.00	9/1/16	
27649	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
30197	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
38979	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
33324	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
807228	Academy Learning Center-adj. tuition	\$41,760.00	9/1/16	
27912	Academy Learning Center-adj. tuition	\$41,760.00	9/1/16	
26721	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
30620	Academy Learning Center-adj. tuition	\$41,760.00	9/1/16	
28372	Academy Learning Center-adj. tuition	\$51,120.00	9/1/16	
26729	Academy Learning Center- OT	\$1,868.50	9/1/16	
803392	Academy Learning Center – Aide	\$36,180.00	9/1/16	
27649	Academy Learning Center – Aide	\$36,180.00	9/1/16	
38979	Academy Learning Center – Aide	\$36,180.00	9/1/16	
33324	Academy Learning Center – Aide	\$36,180.00	9/1/16	
30620	Academy Learning Center – Aide	\$36,180.00	9/1/16	
27912	Academy Learning Center – Sp.	\$1,868.50	9/1/16	
27912	Academy Learning Center – OT	\$1,868.50	9/1/16	
26721	Academy Learning Center – Sp.	\$3,737.00	9/1/16	
26721	Academy Learning Center – OT	\$1,868.50	9/1/16	
30620	Academy Learning Center – Sp.	\$1,868.50	9/1/16	
807087	Center for Lifelong Learning-Adj. Tuition	\$41,760.00	9/1/16	
808629	Center for Lifelong Learning-Adj. Tuition	\$51,120.00	9/1/16	
809432	Center for Lifelong Learning-Adj. Tuition	\$51,120.00	9/1/16	
28208	Center for Lifelong Learning-Adj. Tuition	\$41,120.00	9/1/16	
39054	Center for Lifelong Learning-Adj. Tuition	\$41,760.00	9/1/16	
807087	Center for Lifelong Learning – OT	\$1,868.50	9/1/16	
808629	Center for Lifelong Learning – Sp.	\$1,868.50	9/1/16	
39054	Center for Lifelong Learning – Aide	\$36,180.00	9/1/16	
39054	Center for Lifelong Learning – Sp.	\$1,868.50	9/1/16	
809684	NuView Academy	\$44,640.00		6/22/16
809684	NuView Academy	\$63,525.00	7/25/16	
31309	Shore Center – OT	\$3,280.00	9/1/16	
27624	Shore Center - OT	\$3,280.00	9/1/16	
809684	NuView Academy – Adj. Tuition	\$59,010.00	9/1/16	
32574	NuView Academy – Adj. Tuition	\$59,010.00	9/1/16	



## OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

### JOB DESCRIPTION

Title: ACCOUNTS PAYABLE SECRETARY – BUSINESS OFFICE

CLASSIFICATION: D (12 Months)

#### QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years related experience.
4. Ability to acquire an understanding of numerical recordkeeping and data gathering.
5. Proficient in district computer software platform with added strong proficiency with word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
6. Understanding of the Child Nutrition Program.
7. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
8. Must be able to word process accurately at an acceptable rate of speed.
9. Strong written, oral communication, public relations, and mathematical skills.
10. Ability to navigate data systems and complete forms and submit information online.
11. Ability to work well with and provide direction to coworkers.

REPORTS TO: School Business Administrator/Board Secretary or designee

JOB GOAL: *The Accounts Payable Secretary will carry out all business office duties related to review of invoices, processing bills for payment, and administration of the Child Nutrition Program.*

#### PERFORMANCE RESPONSIBILITIES:

1. Performs varied secretarial tasks, including routine arithmetic calculations and tabulations, involved in keeping account records.
2. Checks and compares for completeness, accuracy and approvals of various types of documents such as purchase orders, vouchers, requisitions, bills and receipts.
3. Reviews appropriations for funding or budgetary limitations; refers errors or irregularities to superiors.
4. Closes bill lists, order check printing and mail checks.
5. Prepares mandatory tax forms related to accounts payable, i.e., Form 1099.
6. Maintains physical and computerized files and historical records.
7. Assists in verifying eligible participants, prepares submission of application, and processes all documentation needed for the Child Nutrition Program.

8. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
9. Maintains confidentiality.
10. Interacts in a professional manner with peers and the public.
11. Contributes to team effort by accomplishing related results as needed.
12. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

**TERMS OF EMPLOYMENT:**

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986



OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: BOOKKEEPER – Business Office

CLASSIFICATION: Bookkeeper

QUALIFICATIONS:

1. Minimum of a high school diploma; Associates' Degree in Business/Accounting preferred.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years' experience in public school accounting is preferred.
4. Data entry skills and proficiency in district computer software platform (word processing, spreadsheet, email, Internet).
5. Knowledge of office equipment.
6. Knowledge of fund accounting principles and practices.
7. Ability to work with numbers accurately and efficiently in an analytical manner with attention to detail.

REPORTS TO: Business Administrator/Board Secretary or designee.

JOB GOAL: *The Bookkeeper maintains records of financial transactions by establishing accounts; Posting transactions; ensures legal requirements compliance.*

PERFORMANCE RESPONSIBILITIES:

1. Assists district leadership in the administration of the district's business affairs.
2. Supervises the Junior Bookkeeper's duties and responsibilities.
3. Develops system to account for financial transactions by ensuring the state mandated chart of accounts is followed.
4. Reviews and maintains accounts for all financial transactions in accordance with established procedures on a regular and timely basis.
5. Assists in the preparation of financial reports by collecting, analyzing, and summarizing account information.
6. Assists with the establishment of the annual budget.
7. Assists with the district's annual financial audit.
8. Works with bank officials to investigate and resolve discrepancies in account records.
9. Makes timely deposits to financial institutions.
10. Assists in request for reimbursement and final reports for all entitlement grants.
11. TPAF reimbursements to the State of NJ.
12. Pays any debt as it comes to for payment.
13. Maintains physical and computerized files and historical records.
14. Complies with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
15. Maintains confidentiality.
16. Interacts in a professional manner with peers and the public.

17. Contributes to team effort by accomplishing related results as needed.
18. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

Title: PAYROLL SECRETARY – BUSINESS OFFICE

CLASSIFICATION: D (12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
4. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
5. Knowledge of the NJ Division of Pensions and Benefits and/or other local government agency with regard to employee compensation, rules and regulations for payments.
6. Strong written, oral communication, public relations, and mathematical skills.
7. Minimum of two years related experience preferred.
8. Ability to work well with and provide direction to coworkers.
9. Ability to take and transcribe dictation, as the position requires.

REPORTS TO: Business Administrator/Board Secretary or designee.

JOB GOAL: *The Payroll Secretary pays employees by calculating pay and deductions; issuing checks; responsible for processing all employee applications and documentation with regard to pensions, retirement, loans, service credit, family leave, employee benefit contributions and unemployment.*

PERFORMANCE RESPONSIBILITIES:

1. Maintains payroll information by collecting, calculating, and entering data.
2. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and/or other changes.
3. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages.
4. Reviews board agenda minutes and maintain records of personnel action items.
5. Assists with the annual financial report.

6. Determines payroll liabilities by calculating employee federal and state income, and social security taxes, as well as the employer's social security, unemployment, and workers compensation payments.
7. Resolves payroll discrepancies and reports them to superiors.
8. Processes salary garnishments and pension applications.
9. Completes unemployment requests for wage and separation information.
10. Interacts with Department of Labor at the direction of the Business Administrator/Board Secretary.
11. Reconciles payroll agency account on a monthly basis.
12. Verifies employment requests.
13. Maintains physical and computerized files and historical records.
14. Complies with federal, state, and local legal requirements including but not limited to TPAF and PERS pension, by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
15. Maintains confidentiality.
16. Interacts in a professional manner with peers and the public.
17. Contributes to team effort by accomplishing related results as needed.
18. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

**TERMS OF EMPLOYMENT:**

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties

NJAC 6A:23A-6.6	Standard operating procedures for business functions
NJAC 6A:32-6	Requirements of physical examinations
8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986



## OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

### JOB DESCRIPTION

Title: BENEFITS SECRETARY – BUSINESS OFFICE

CLASSIFICATION: D (12 Months)

#### QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years related experience.
4. Knowledge of various health benefits program.
5. Proficient in district computer software platform with added strong proficiency with word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
6. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
7. Must be able to word process accurately at an acceptable rate of speed.
8. Strong written, oral communication, public relations, and mathematical skills.
9. Ability to navigate data systems and complete forms and submit information online.
10. Ability to work well with and provide direction to coworkers.

REPORTS TO: School Business Administrator/Board Secretary or designee

JOB GOAL: *The benefits secretary provides support by determining insurance coverage; examining and resolving medical claims; documenting actions; maintaining quality customer services; ensuring legal compliance.*

#### PERFORMANCE RESPONSIBILITIES:

1. Provides advice and assistance to members, employers, etc., regarding the health benefits program; communicates positively and effectively with members, employers, insurance companies, etc., via correspondence, telephone, and electronic methods.
2. Determines eligibility of members, processes adjustments, and routinely reviews/audits members accounts and processes correcting transactions.
3. Coordinates with Payroll Department to verify employee payments for insurance premiums, payroll deductions, and “opt out” benefits.
4. Maintains physical and computerized files and historical records.
5. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
6. Maintains confidentiality.
7. Interacts in a professional manner with peers and the public.
8. Contributes to team effort by accomplishing related results as needed.

9. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

**TERMS OF EMPLOYMENT:**

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 16, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986



OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: JUNIOR BOOKKEEPER – Business Office

*The Junior Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; ensures legal requirements compliance.*

CLASSIFICATION: Junior Bookkeeper

QUALIFICATIONS:

1. Possession of a High School Diploma; Associates' Degree in Business/Accounting preferred.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years' experience in public school accounting is preferred.
4. Data entry skills and proficiency in district computer software platform (word processing, spreadsheet, email, Internet).
5. Knowledge of office equipment.
6. Knowledge of fund accounting principles and practices.
7. Ability to work with numbers accurately and efficiently in an analytical manner with attention to detail.

REPORTS TO: Business Administrator/Board Secretary or designee.

JOB GOAL: *The Junior Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; ensures legal requirements compliance.*

PERFORMANCE RESPONSIBILITIES:

1. Assists district leadership in the administration of the district's business affairs.
2. Reviews and maintains accounts for all financial transactions for specified operations in accordance with established procedures on a regular and timely basis and at the direction of the Business Administrator/Board Secretary or designee.
3. Assists in the preparation of financial reports by collecting, analyzing, and summarizing account information.
4. Assist the bookkeeper as needed.
5. Assists with the district's annual financial audit.
6. Works with bank officials to investigate and resolve discrepancies in account records.
7. Assists in timely deposits to financial institutions.
8. Maintains physical and computerized files and historical records.
9. Assists with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
10. Maintains confidentiality.
11. Interacts in a professional manner with peers and the public.
12. Contributes to team effort by accomplishing related results as needed.

13. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986

## OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

### JOB DESCRIPTION

Title: PURCHASING SECRETARY – BUSINESS OFFICE

CLASSIFICATION: D (12 Months)

#### QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Required criminal history check and proof of U.S. citizenship or resident alien status.
3. Minimum of two years related experience.
4. Knowledge of proper methods and procedures involved in the procurement of goods and services for the district's various departments.
5. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
6. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
7. Must be able to word process accurately at an acceptable rate of speed.
8. Strong written, oral communication, public relations, and mathematical skills.
9. Ability to navigate data systems and complete forms and submit information online.
10. Ability to work well with and provide direction to coworkers.

REPORTS TO: School Business Administrator/Board Secretary or designee

JOB GOAL: *The purchasing secretary carries out all duties related to the procurement of goods and services required by the school district.*

#### PERFORMANCE RESPONSIBILITIES:

1. Solicits quotes for goods and services.
2. Analyzes quotes and provides guidance with regard to the purchase order and ordering process.
3. Interacts with vendors to ensure correctness of orders; provides feedback and follow through with regard to delivery and disputes.
4. Maintains physical and computerized files and historical records, including documentation as detailed in public purchasing law.
5. Reviews and edits purchase orders for proper description, appropriation line and ensures correctness before issuance to vendor.
6. Assists in bid openings and awards at the direction of the School Business Administrator/Board Secretary.
7. Provides guidance to district personnel in navigating the purchasing process.
8. Works closely with all district departments to ensure an efficient and smooth purchasing process.

9. Interacts with Food Services Department and Maintenance Department in coordinating repair services.
10. Assists in the management of Noon Hour Supervisors.
11. Maintains confidentiality.
12. Interacts in a professional manner with peers and the public.
13. Contributes to team effort by accomplishing related results as needed.
14. Performs other tasks related to the efficient operation of the office and/ or as may be assigned by the School Business Administrator/Board Secretary or designee.

**TERMS OF EMPLOYMENT:**

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job, with reasonable accommodations. If reasonable accommodation cannot be made consistent with law, such persons may not be eligible.

Proposed: August 9, 2016

Adopted: September 20, 2016

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
	NJAC 6A:23A-6.5	Segregation of duties
	NJAC 6A:23A-6.6	Standard operating procedures for business functions
	NJAC 6A:32-6	Requirements of physical examinations
	8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986

**SALARY SCHEDULE REVISIONS  
 2016-2017 SCHOOL YEAR**

		FROM			TO		
LAST NAME	FIRST NAME	SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP	SALARY
COLETTI	LAURIE ANNE	ESP	8	144,785(SALARY),+8316(+30),+5428(CTS),+1000(10 YEARS)=TOTAL 159529 (approved on the 04/16 agenda)	ESP	8	144,785(SALARY),+8316(+30),+5428(CTS),+6517(25 YEARS)=TOTAL 165046
JORDA	CLAIRE	TEA MA+45	12	75673 (approved on the 08/16 agenda)	TEA MA+45	12	75673 +1925(stipend)
JOHNSON	FRANCES	TEA MA	1	51917 (PRORATED) (approved on the 9/13/16 agenda)	TEA MA	1	51917, +1925, +428 (PRORATED)
EGBERT	LAUREN	TEA MA	1	51917, +1925, +428 (approved on the 9/13/16 agenda)	TEA MA+30	1	54586, +1925, +428

**SALARY ADJUSTMENTS FROM THE 2015-16 TO 2016-17 SCHOOL YEAR**

LAST NAME	FIRST NAME	FROM 2015-2016			TO 2016-2017		
		SG TRACK	SG STEP	SALARY	SG TRACK	SG STEP	SALARY
BALDINO	STEPHANIE	TEA MA	4	54427	TEA MA+45	4	58923
BOEMIO	JESSICA	TEA BA+15	4	51169	TEA MA	4	54427
COCHRAN	CATHLEEN	TEA MA+30	15	85351	TEA MA+45	15	86988
				101406			103043
FEINGOLD	MINDY	TEA MA+30	18	+5676	TEA MA+45	18	+5708
GOFFRED	TIMOTHY	TEA BA	5	50793	TEA BA+15	5	52589
KINSEY	MICHAEL	TEA MA	13	72422	TEA MA+30	13	77226
KOCISCIN	CORRIE	TEA BA	16	77868	TEA MA	16	84332
MCCANN	JENNIFER	TEA BA+15	8	57334	TEA MA	8	61067
QUILES	FALLON	TEA MA	7	59272	TEA MA+30	7	62506
SIERRA	PRISCILLA	TEA MA+30	7	62506	TEA MA+45	7	64143
SWIDER	STACEY	TEA BA+15	9	59149	TEA MA	9	63022
TILTON	KIRSTEN	TEA MA	11	67352	TEA MA+30	11	71286
TROISE	JODI	TEA BA	8	55343	TEA BA+15	8	57334
ZAHN	JAN	TEA MA	16	84332	TEA MA+30	16	89991